



Schoharie County Operations Review Committee

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Alicia Terry - Chair

Gilboa Supervisor

Harold Vroman

Summit Supervisor

Alan Tavenner

Schoharie Supervisor

Eric Stein

President & CEO Cobleskill Regional Hospital

Dan Crandell

Public Works Commissioner

Bonnie Post

Director of Community Services

John Riedl

Superintendent, Margaretville Central School (Retired)

Schoharie County Operations Review Committee:

July 12, 2021

Present: Alicia Terry, Dan Crandell, Eric Stein, Bonnie Post, Harold Vroman, Alan Tavenner

Excused: John Riedl

Also Present: Mary-Ann Wollaber-Bryan (Treasurer), Sheryl Largeteau (Clerk of the Board of Supervisors), Lisa Thom (Director of the Real Property Tax Office), Nancy Dingee (Office of the Aging), Steve Wilson (County Administrator), and Kayla Redmond

Alicia Terry called the meeting to order at 8:35 a.m.

Eric Stein moved to approve the minutes of June 14, 2021. Bonnie Post provided a second and the motion was carried 5-0.

Alicia Terry moved the focus over to the subcommittees and their reports. Bonnie Post took the floor to discuss their findings for the Human Services Centralization Subcommittee. Bonnie Post stated that her and John Riedl met with Nancy Dingee from the Office for the Aging (OFA) and Denise Minton from Probation. She explained what processes they used when interviewing the two departments. Bonnie Post noted that her and John Riedl plan to develop a final report after interviewing all the department heads in their study. She did note, that COVID has greatly impacted the probation department and services that probation provides. She stated that Nancy Dingee gets a lot of State grants to support her programming. Bonnie Post explained that Denise Minton must be careful when working with other local government agencies and departments such as the Department of Social Services (DSS), because it could raise conflicts in the Courtroom. Probation really needs to be independent from certain departments such as DSS. She then explained what her plan is for moving forward in interviews with other departments.

County Administrator, Steve Wilson asked if Bonnie Post and John Riedl touched on the legal contradiction with Probation and other departments. He noted that this may be an area for other subcommittees to keep in mind as they may find that there are many departments that may have opposing sides in a Judicial setting.

Alan Tavenner arrived at 8:40 a.m.

Eric Stein noted that Human Resources (HR) has been crossing into other subcommittees and suggested comparing notes with the other groups.

Alicia Terry thanked Bonnie Post for her update and moved on to the Improving Tax Collection Rates and Strengthening the Tax Levy System. Alan Tavenner and Dan Crandell explained that they have not yet had a chance to perform interviews with the departments. The Committee discussed the questionnaire and how to utilize it.

The Committee moved on to discuss the Centralized Financial Functions. Harold Vroman and Eric Stein discussed their findings. Eric Stein stated that the interviews they conducted were very informative. He and Harold Vroman plan to come together with a general report like Bonnie Post plans to do. Eric Stein compared their findings with the way the hospital financial system works.

Nancy Dingee entered the meeting at 8:58 a.m.

The Committee reviewed the questionnaire and recommended improvements. Bonnie Post stated that going back to the departments with quantity-based questions to discover the size of caseloads may provide helpful data to collect for comparison. Steve Wilson mentioned that caseloads and quantity will vary from time to time. He noted that comparing data that frequently changes may not be the best information when trying to build something permanent.

The Committee suggested changes to the Questionnaire template. Kayla Redmond was asked to make a fillable table. Steve Wilson provided a shout out thanking Suzanne Graulich from the Office of Legal Defense of Indigents for allowing Kayla Redmond to assist in taking the Committee minutes.

Alicia Terry opened the floor for comment.

Treasurer, Mary-Ann Wollaber-Bryan inquired about the notes from her meeting with the Centralized Finance Subcommittee and asked if there will be more notes to follow from the other departments and other subcommittees. Bonnie Post agreed that the notes may be helpful and planned to distribute organized notes from her subcommittee's interviews. Mary-Ann Wollaber-Bryan explained that her flowchart with the breakdown of job duties was very brief and does not show the amount of multi-tasking and smaller functions that occur and are necessary for the success and completion of the operations within her department.

The Committee decided to meet again on August 16, 2021 at 8:30 a.m. to review completed interviews and further reports.

Alicia Terry adjourned the meeting at 9:30 a.m.

Recorded by:

Kayla Redmond